



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Opening Date: 08/05/2016

Closing Date: 08/19/2016

Position Title: Coordinator

Department: Family & Social Services

Work Schedule: Monday-Friday 8:00AM-5:00PM

Wage Rate: Pay Range 31: \$16.78 – \$21.48 /HR/ Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- If claiming Tribal Preference please provide proof of Tribal Identification
- If claiming Veteran's Preference please attach DD214

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

TITLE: Family & Social Services Coordinator **WORKSITE:** Tule River Indian Reservation
129 South Reservation Road
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

The Family & Social Services Coordinator will be responsible for assisting the Family & Social Services Director in providing supportive services to Family & Social Services participants and other social services to Tribal Members. The Family & Social Service Coordinator will be responsible for attending court hearings, providing support, referrals, counseling, and assisting clients to comply with Court and /or Child Welfare Services (CWS) requirements. This position will also provide transportation to clients as necessary.

QUALIFICATIONS:

1. Must have Associates, or Bachelor's Degree preferred, in related field OR 3 years of experience in the delivery of human services with direct client services.
2. Must have Valid California Drivers License and be insurable through the Tribe.
3. Must have reliable transportation and be able to show proof of insurance
4. Must successfully complete a pre-employment alcohol/drug screen.
5. Must successfully complete an extensive background check in accordance with PI 101-630, section 408 (a), prior to employment.
6. Ability to read, write and good communication skills as necessary to perform the job.
7. Ability to relate well with people and to use good judgment.
8. Knowledge, experience, or special interest in American Indian Culture.
9. Familiarity with the Indian Child Welfare Act (ICWA), and applicable Tribal Law(s).
10. Ability to maintain confidentiality.

DUTIES AND RESPONSIBILITIES:

1. Responsible for working with Native American families, children, the legal system (including local, county, state, federal, and tribal), and county social workers and service providers to ensure compliance with the Indian Child Welfare Act and applicable Tribal Laws.
2. Coordinate with Tribal and/or local law enforcement for the safe placement of children when maltreatment is reported and removal of child/children is required for safety.
3. Coordinate with the Emergency Response Unit (Child Protective Services) and the County Child Welfare system for the protection of children.
4. Processes and assesses Protective Services cases noticed to the Tribe per the Indian Child Welfare Act and applicable Tribal Laws.
5. Tracks letters of inquiry for ICWA eligibility. Respond and collect data for statistical reporting to the Bureau of Indian Affairs, Tribal Council, and Tribal Court.

6. Determines eligibility for services per Bureau of Indian Affairs requirements and Tribal Policy and Procedures.
7. Determines through interviews, home visits, and other evaluation procedures the range of services needed; Provide referrals to culturally appropriate services.
8. Represents the Tribe and provide testimony in Indian Child Welfare Act Court proceedings, Tribal Court proceedings within California and in jurisdictions in other states.
9. Prepares court reports and case plans as required by the Courts and/or Tribal Council.
10. Maintains client records in an accurate format and time period as prescribed by the Tribal Social Services Department.
11. Prepares professional written case plans, summaries, updates and correspondence.
12. Coordinates casework activities with county, state, tribal and private agencies.
13. Responsible for acting as Indian expert witness when appropriate.
14. Provides client transportation as necessary.
15. Responsible for complying with the Tule River Indian Tribe of California Policies and Procedures.
16. Facilitates in-home and group parenting sessions.
17. The On-Call Family & Social Services Coordinator shall provide after hour and weekend coverage for intake and coordination of services. In addition the on-call worker may provide after hours checks on families with whom the department is already providing services.
18. Responsible for other duties as required assigned or requested.

PHYSICAL REQUIREMENTS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required. Typically office work setting conditions, but may have to travel in case management and court proceedings. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 30 pounds, and occasionally must be able to lift up to or over 50 pounds. This job also may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

This position reports to:	Family & Social Services Director
Salary:	Pay Range 31: \$16.78 – \$21.48/HR Paid Bi-Weekly/ Overtime Eligible
Hours:	Monday-Friday 8:00AM – 5:00PM Hours may vary and rotational on-call
Benefits:	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K participation.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE TULE RIVER INDIAN PREFERENCE ORDINANCE; VETERAN PREFERENCE